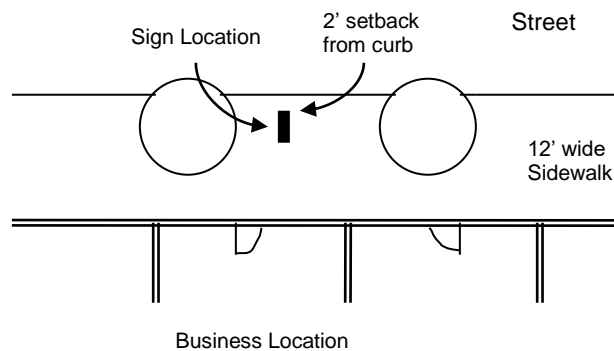
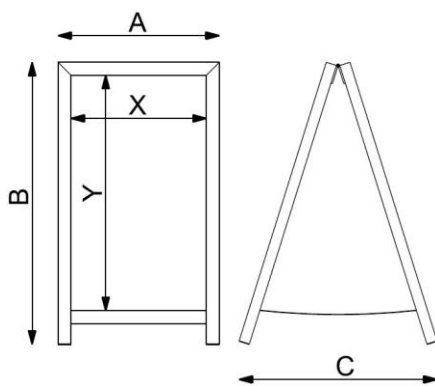


A-Frame/Portable Sign Permit Checklist

In order to expedite your portable sign permit submittal, please provide the following:

- ☐ A completed Sign Permit Application (fee of \$273).
- ☐ A Picture or drawing of proposed sign including dimensions (width (A) max 30", height (B) max 48", and depth (C)).



- ☐ A dimensioned site plan showing the proposed location including distance to curb (minimum of a 2 foot setback from edge of curb), existing doorways, landings, light poles, etc. (See Example above for a site plan for a sign on a sidewalk)
- ☐ If located on public sidewalk, or right-of-way, a completed Encroachment Permit Application is required, along with the following:
 - ✓ Insurance in the amount of \$1,000,000 for each occurrence and \$2,000,000 for General Aggregate, naming the *City of Lincoln, its agents, officers, and employees*, as an additionally insured party.
 - ✓ \$82 Encroachment Permit fee
- ☐ An Encroachment Permit is good for 12-months. After the initial 12-month time frame the Encroachment Permit can be renewed. For details concerning encroachment permit renewal, please contact the Engineering Department at (916) 434-3233.

A complete application must include the above noted items. Upon acceptance of a complete application, please allow up to two weeks for review and approval. In some instances, the review process may take longer than the projected time. All applications are reviewed on a case-by-case basis.

If you have any questions, please contact the Development Services Department at (916) 434-2470 or stop by City Hall during normal business hours.